

ADVANCE On-line Ordering Available for ADDED SAVINGS • orders.oregoncc.org

Advance rates only available on-line until 14 days prior to show's first contracted move-in day.



Exhibitor Electrical Service Order Form

Date Received _____

Service Order # _____

NO FAX ORDERS

Effective dates 07/01/13 through 06/30/14

Prices subject to change without notice.

See other side for conditions and regulations

Tel **503.235.7578**

Mail to Oregon Convention Center
777 NE MLK Jr. Blvd.
Portland OR 97232

Attn OCC Operations Department
Email serviceorders@oregoncc.org

OCC Standard Electrical Services - One (1) Outlet Per Order

120 Volt	Quantity	Standard	Floor	Totals
5 Amps (500 Watts)		\$98.00	\$112.00	\$
10 Amps (1000 Watts)		\$126.00	\$145.00	\$
15 Amps (1500 Watts)		\$142.00	\$163.00	\$
20 Amps (2000 Watts)		\$159.00	\$183.00	\$
			Total	\$

All OCC rental equipment will be picked up at show closing

Rental Equipment	Quantity	Standard	Floor	Totals
Power Strip (6-outlets)		\$26.00	\$30.00	\$
25' Extension Cord		\$29.00	\$33.00	\$
150 Watt Floodlight (Includes power. Floodlight is installed at rear of booth.)		\$110.00	\$127.00	\$
			Total	\$

Electrical Labor	Quantity	Standard	Totals
Mon - Sun, 8am - 5pm		\$66.00	\$
Evenings & Holidays		\$99.00	\$
		Total	\$

- Call the OCC Operations Department for service needs above 30 amps.
- Call the OCC Operations Department for services not listed on this form. Material and labor charges may apply.
- Labor is charged in one (1) hour increments. Minimum charge is one (1) hour.
- Standard rate available for mail-in orders with payment prior to show's first contracted move-in day.
- Floor rate applies to any order placed on or after show's first contracted move-in day.

- Electrical service will be installed at the rear of the booth.
- Please submit a floor plan or mark the diagram if you need your service in a specific location.
- Add one (1) hour of electrical labor at \$66.00 if you submit a floor plan or need service in a specific location.
- Any changes in location after initial installation will result in one (1) hour of electrical labor charged at \$66.00.



208 Volt Single Phase	Quantity	Standard	Floor	Totals
5 Amps		\$153.00	\$176.00	\$
10 Amps		\$174.00	\$200.00	\$
15 Amps		\$195.00	\$224.00	\$
20 Amps		\$219.00	\$252.00	\$
30 Amps		\$295.00	\$339.00	\$
			Total	\$

208 Volt Three Phase	Quantity	Standard	Floor	Totals
5 Amps		\$184.00	\$212.00	\$
10 Amps		\$204.00	\$234.00	\$
15 Amps		\$228.00	\$262.00	\$
20 Amps		\$243.00	\$279.00	\$
30 Amps		\$324.00	\$373.00	\$
			Total	\$

480 Volt Single Phase	Quantity	Standard	Floor	Totals
5 Amps		\$304.00	\$350.00	\$
10 Amps		\$401.00	\$461.00	\$
15 Amps		\$487.00	\$560.00	\$
20 Amps		\$562.00	\$646.00	\$
30 Amps		\$737.00	\$847.00	\$
			Total	\$

480 Volt Three Phase	Quantity	Standard	Floor	Totals
5 Amps		\$421.00	\$484.00	\$
10 Amps		\$512.00	\$589.00	\$
15 Amps		\$608.00	\$700.00	\$
20 Amps		\$671.00	\$772.00	\$
30 Amps		\$847.00	\$974.00	\$
			Total	\$

GRAND TOTAL				\$
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Name of Event _____ Event Date(s) _____

Exhibitor Name _____ Booth # _____

Email _____ Phone _____

Address _____ City _____ State _____ Zip _____

Form of Payment: Enclosed is my check or money order in the amount of \$ _____. (Make check payable to Oregon Convention Center.)

Credit Card Info: Visa Mastercard American Express Discover No. _____ Exp. Date _____

Name _____ Authorized signature _____

Payment in full must be rendered before service is connected

Exhibitor Electrical Service Conditions and Regulations

STANDARD ELECTRICAL SERVICES

120 Volt, A.C., Single Phase, 60 Cycle

208 Volt, A.C., Single Phase, 60 Cycle

208 Volt, A.C., Three Phase, 60 Cycle

Available upon request: 480 Volt, A.C., Single OR Three Phase

1. All equipment, regardless of source of power, must comply with the National Electrical Code, all federal, state and local safety codes.
2. Use of open clip sockets, latex or lamp cord wire, unapproved duplex or triplex attachment plugs in exhibits is prohibited.
3. Claims will not be considered unless filed by exhibitor prior to close of show.
4. Permanent building electrical outlets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
5. Under NO circumstances shall anyone other than "house electrician" make electrical connections.
6. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without "house electrician", however, all service connections and overload protection to such equipment must be made by "house electrician" only.
7. All equipment must be properly tagged or marked with complete information as to the type and/or amount of current, voltage, phase, frequency, horsepower, etc., required.
8. All material and equipment furnished by the Convention Center for this service order shall remain the property of the Oregon Convention Center and shall be removed ONLY by the Convention Center at the close of the show.
9. Unless otherwise directed, Convention Center electricians are authorized to cut floor coverings to allow installation of service.
10. All exhibitors 120 Volt cords must be of the 3-wire, grounded type. All exposed non-current carrying metal parts of fixed equipment which are liable to be energized shall be grounded.
11. Electrical power for lights and displays will be turned on one hour prior to show opening time and off at show closing time of day. Exceptions must be arranged.
12. The Oregon Convention Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by Convention Center's lead electrician.
13. Rates quoted for all connections cover one service to the booth in the most convenient manner but do not include connecting equipment or wiring.
14. To receive an advance rate orders must be placed on-line fourteen (14) days prior to show's first contracted move-in day, and payment must accompany order.
15. Credit will not be given for outlets installed and not used unless notified 72 hours prior to the first contracted move-in day.
16. Payment in full must be rendered prior to service connection.
17. Advance orders shall be given priority service.
18. Prices are based upon current wage rates and are subject to change without notice.
19. Obstructions blocking utility floor boxes are subject to relocation, if necessary, to properly service electrical orders.

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Exhibitor Telecommunications • Internet • Networking Service Order Form

NO FAX ORDERS

Effective dates 07/01/13 through 06/30/14

Prices subject to change without notice.

See other side for conditions and regulations

Date Received _____

Service Order # _____

Tel **503.235.7578**

Mail to Oregon Convention Center
777 NE MLK Jr. Blvd.
Portland OR 97232

Attn OCC Operations Department
Email serviceorders@oregoncc.org

A. Telephone Services	Quantity	Standard	Floor	Total
1. Standard Voice Line - Includes line with telephone.		\$275.00	\$315.00	
2. Credit Card/Fax Line - Includes line with jack.		\$275.00	\$315.00	
3. Do you want long distance? (Please circle one) Yes No		-	-	
4. Voice, Credit Card / Fax Line (Daily Rate)		\$175.00	\$200.00	
Total				
B. Shared Internet Services (Includes 1 10/100 Base T Ethernet cable drop with RJ 45 jack to booth) Each service is for one (1) computer connection.	Quantity	Standard	Floor	Total
1. Net Gold – Up to 8 Mbps shared Internet	1	\$850.00	\$925.00	
2. Net Silver – Up to 4 Mbps shared Internet	1	\$650.00	\$745.00	
3. Net Bronze – Up to 2 Mbps shared Internet	1	\$500.00	\$575.00	
4. Internet – Additional device		\$150.00	\$170.00	
5. Internet – *Daily Rate* Up to 8 Mbps shared Internet	1	\$325.00	\$375.00	
6. Internet – Additional device *Daily Rate*		\$75.00	\$86.00	
Total				
C. WiFi Internet Services				
1. WiFi is available throughout the entire facility. There are three levels of WiFi service to choose from by connecting to (OCCWiFi) with your computer. WiFi Internet can only be ordered on-site with a credit card.		-	-	
D. Miscellaneous Services	Quantity	Standard	Floor	Total
1. Line installation under carpet (Per line)		\$35.00	\$40.00	
2. LAN connection per existing wall jack		\$250.00	\$288.00	
3. Labor, VLAN's, DHCP, Technical Assistance, etc. (Call for pricing)		503.235.7578	503.235.7578	
Total				
• Standard rate available for mail-in orders with payment prior to show's first contracted move-in day. • Floor rate applies to any order placed on or after show's first contracted move-in day.			GRAND TOTAL \$	

Service Placement

- Service will be installed at the rear of the booth.
- Any variation must be marked on the diagram.
- Please attach a second page with additional placement information if necessary.
- If island booth please attach a drawing of an adjacent booth for reference.



Name of Event _____ Event Date(s) _____

Exhibitor Name _____ Booth # _____

Email _____ Phone _____

Address _____ City _____ State _____ Zip _____

Form of Payment: Enclosed is my check or money order in the amount of \$ _____. (Make check payable to Oregon Convention Center.)

Credit Card Info: Visa Mastercard American Express Discover No. _____ Exp. Date _____

Name _____ Authorized signature _____

Payment in full must be rendered before service is connected

TERMS AND CONDITIONS

TELECOMMUNICATIONS - INTERNET – NETWORKING – MISC. DATA SERVICE ORDER FORM

PLEASE READ THESE TERMS AND CONDITIONS COMPLETELY. BY PROVIDING AN AUTHORIZED SIGNATURE ON THE FRONT OF THIS SERVICE ORDER FORM OR CLICKING ON THE "PLACE ORDER" BUTTON ON THE ELECTRONIC SERVICE ORDER FORM, YOU ARE AGREEING TO THE FOLLOWING TERMS AND CONDITIONS.

- 1. PROCESSING THE SERVICE ORDER FORM** requires: A) Payment in US dollars for ALL services ordered. B) All information on the Service Order Form to be completed. Missing information will delay processing. C) Placement instructions for voice and data lines in your booth or room marked on the Service Order Form or a floor plan with desired locations provided. (Default placement is in rear of booths that are in rows, in the center of island booths, and in the front of meeting rooms)
- 2. EQUIPMENT & SERVICE PROCEDURES:** A) Customer is responsible for returning all equipment issued by or rented from OCC in good condition. B) Lost, stolen or damaged equipment will be charged to the customer's authorized credit card at prevailing rates. C) Clients requesting single line telephone, credit card line or ISDN service will receive a standard RJ-11 jack as a part of the contract pricing. Clients requesting wired Ethernet service will receive a standard RJ-45 jack as a part of the contract pricing. Clients requesting wireless internet services will receive a username and password that will enable them to access the network through the wireless access points. D) All lines will be restricted from "976," "900," and "10-10" dialing unless otherwise requested in writing and approved by OCC. There will be a charge for these types of calls.
- 3. PAYMENTS AND REFUNDS:** A) Payment in full is required before service can be connected. B) The "Payment Options" section on the Service Order Form must be completed on every service order. By providing an authorized signature on the front of this form or by clicking on the "Place Order" button on the electronic Service Order Form, you authorize OCC to charge the amount due as pre-payment for services ordered, as well as any charges incurred for additional services ordered during the event, to the authorized credit card. C) Long distance charges may apply. D) Refunds in full will be granted (except on special order items*) if requested prior to the event start date. A \$100 charge per each telephone/data line and a \$250 charge per each Ethernet and/or ISDN line cancelled will apply when request for cancellation is made on or after the event start date. (*Specially ordered services must be paid for in full, including all installation fees, once the order is placed by OCC. No refunds will be given.) E) Services installed but not used will not be refunded. F) Customer service issues must be reported to OCC during the event. In order for a refund to be considered, all claims must be filed with OCC prior to the close of the event.
- 4. DIAL-UP INTERNET AND ISDN:** A) Service will be delivered over a standard RJ-11 jack. B) All lines may be restricted from "976," "900," and "10-10" dialing unless otherwise requested in writing and approved by OCC. A charge may apply for this. C) Long distance charges may apply. D) Telephone and long distance service providers for services will be OCC's selected provider(s).
- 5. OCC INTERNET/DATA SERVICES RESPONSIBILITIES:** A) Service will be delivered over a standard RJ-45 jack or 802.11abgn wireless access points. B) All service is provided over CAT 5/6 wiring and a 1000 Mbps infrastructure. C) Customers will be issued a user name and password or IP address for each connection purchased. D) Due to the nature of the Internet OCC cannot guarantee any level of performance or accessibility beyond our gateway. The internet gateway has the capabilities to monitor traffic and bandwidth usage in order to maintain an acceptable level of performance from the Ethernet network for all users. E) The choice of the Internet Service Provider (ISP) is at the sole discretion of OCC. If the customer requires that a specific vendor provide these services, arrangements must be made 12 (twelve) weeks prior to the move in date. F) OCC does not guarantee the safety or security of equipment, software, or proprietary information connected to or carried over services installed by OCC and/or its sub-contractors. G) OCC PROVIDES NO FIREWALL SECURITY AND NO ANTI-VIRUS PROTECTION ON OUR NETWORK. CUSTOMER IS RESPONSIBLE FOR PROVIDING THEIR OWN FIREWALL SECURITY AND ANTI-VIRUS SOFTWARE. As is consistent with other service providers, OCC is not responsible in any way for damage to equipment or software, loss of proprietary information or network delays or interruptions caused by unauthorized security breaches or intrusions. CUSTOMER SHALL BE HELD LIABLE FOR ANY DAMAGES TO EQUIPMENT, SOFTWARE, OR PROPRIETARY INFORMATION, OR ANY DAMAGES DUE TO NETWORK DELAYS, INTERRUPTIONS, TROUBLESHOOTING AND/OR REPAIR IF A SECURITY BREACH OR INTRUSION IS DETERMINED TO HAVE ORIGINATED FROM THEIR DEVICE. IT IS MANDATORY THAT EVERY CUSTOMER TAKE PROPER SECURITY MEASURES TO PROTECT THEIR OWN EQUIPMENT AND SOFTWARE, AND IT IS REQUIRED THAT UPDATED AND CURRENT ANTI-VIRUS PROTECTION BE INSTALLED ON EVERY DEVICE CONNECTED TO THE OCC NETWORK.
- 6. CUSTOMER INTERNET/DATA RESPONSIBILITIES:** A) OCC REQUIRES THAT UPDATED AND CURRENT ANTI-VIRUS PROTECTION BE INSTALLED ON EVERY DEVICE CONNECTED TO THE OCC NETWORK. B) AT NO TIME shall a client power up any wireless device not provided by OCC without prior written authorization from OCC. C) At no time while connected to the OCC network shall the client use/run their own switch, router, DHCP server or any other network equipment without prior written authorization from OCC. D) Customer must provide a list of all required connections, containing exact location (exhibit booth number, meeting room number, etc.) and type of device being connected (switch, router, hub, PC, etc.) E) Any customer device that is determined to be causing interference with the normal operation of the OCC network must, at OCC's request, be immediately disabled or disconnected from the network. F) Customer must provide all equipment for wired Ethernet properly configured and equipped for a standard Ethernet adapter card rated for 10/100 Mbps, RJ-45 connection. G) Internet client has full, unrestricted access to the Internet. Matters considered improper, offensive, or even unlawful by groups or individuals are not the responsibility of the Internet Service Provider(s) and/or OCC. H) Customer is responsible for the proper configuration of equipment and software for the Internet and Ethernet communications. I) Customer is responsible for all services outside of basic Internet connectivity, including e-mail services, ftp services, web services, etc.
- 7. OCC'S OBLIGATIONS** under this Agreement are subject to, and OCC and/or its subcontractors shall not be liable for delays, failure to perform, or destruction or malfunction of the equipment and services, or any consequences of the above, caused, occasioned or due to fire, flood, water, the elements, labor disputes or shortages, utility curtailments, power failure, explosions, civic disturbances, government regulatory requirements, acts of God or public enemy, war, military or government requisition, shortages of equipment or supplies, unavailability of transportation, acts or omissions of anyone other than OCC, its representatives, agents, subcontractors or employees, or any other cause beyond OCC's reasonable control. In no event shall OCC be liable to the customer or to any other party for special, collateral, exemplary, indirect, incidental or consequential damages. Such excluded damages include, but are not limited to loss of profits, loss of use or interruption of business, or other consequential or indirect economic loss.
- 8. COMMUNICATION SERVICES** are to be ordered by each customer separately, and is not to be shared with other customers. Any customer sharing communication services without written authorization from OCC shall be charged for that service at standard rates on a complete second Service Order Form.
- 9. ONLY OCC PERSONNEL** are authorized to modify system wiring or cabling. All material and equipment furnished for this service contract shall remain property of OCC.
- 10. ALL CUSTOMER EQUIPMENT** must comply with FCC regulations. OCC reserves the right to limit use of outside communication devices, including wireless devices.
- 11. ALL FLOOR BOXES** must remain accessible to the OCC technical staff at all times. If any items impede access, OCC reserves the right to remove those items to gain access.